



**Application for Sign Permit  
Building Department**

201 W Market Street  
Kingsport, TN 37660  
Tel: 423-229-9393 Fax: 423-224-2680

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**FREE-STANDING**

Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SqFt Height: \_\_\_\_\_ Illuminated: \_\_\_\_\_

Sign Material: Plastic Metal Vinyl Other: \_\_\_\_\_

UL# \_\_\_\_\_

**WALL**

Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SqFt Height: \_\_\_\_\_ Illuminated: \_\_\_\_\_

Sign Material: Plastic Metal Vinyl Other: \_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SqFt Height: \_\_\_\_\_ Illuminated: \_\_\_\_\_

Sign Material: Plastic Metal Vinyl Other: \_\_\_\_\_

Size: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SqFt Height: \_\_\_\_\_ Illuminated: \_\_\_\_\_

Sign Material: Plastic Metal Vinyl Other: \_\_\_\_\_

UL# \_\_\_\_\_

**BEFORE SIGN PERMIT CAN BE APPROVED YOU MUST SUBMIT:**

**FREESTANDING: SITE PLAN SHOWING PROPOSED LOCATION; FOOTING DETAIL;  
EXISTING SIGNAGE**

**WALL: DRAWING OF PROPOSED SIGN DESIGN; LOCATION ON STRUCTURE; EXISTING  
SIGNAGE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**